

Sample Cover Letters

The following cover letters are reproduced with the authors' permission. Information has been changed to maintain privacy. These letters do not carry any endorsement from the firm in terms of composition, grammar, etc. They are personal statements and, as such, should be used and interpreted accordingly. We do not recommend you copy these letters, but merely use them as a resource to assist you in creating your own personal cover letter.

JOHN DOE

123 BLOOR STREET, TORONTO, ONTARIO M1S 2K7
416.123.4567 • JOHNDOE@OSGOODE.YORKU.CA

September 5, 2012

Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre, Suite 2400
333 Bay Street, P.O. Box 20
Toronto, Ontario, M5H 2T6

Dear Ms. Woods,

I am currently a third-year JD/MBA student at Osgoode Hall Law School and the Schulich School of Business and it is with great interest that I submit this application for a 2013 summer law student position at Fasken Martineau DuMoulin LLP.

After speaking with Kevin Smith, Counsel at one Canada's leading financial institutions and a former associate at Fasken Martineau, I am convinced that your firm, with its demonstrated commitment to its student program, global reach, and opportunities to engage early on in challenging work, offers an ideal environment to establish and develop my legal career.

This past summer, I worked as a Summer Law Student at one of Canada's leading financial institutions. There, I developed and applied my legal and business knowledge in a fast-paced, demanding legal practice. I also witnessed first-hand the importance of providing sound legal counsel that is both sensitive and practical to a client's strategic business objectives. My experience this summer has been complimented by my ongoing work as a Research Assistant for Professor John Smith at Osgoode, where I primarily research, draft, and edit forthcoming publications on various business law topics. Together, these employment experiences have allowed me to explore my interest in corporate law in both a practical and academic context, while simultaneously improving my research and communication skills.

Academically, writing has served as both my passion and my strength. While pursuing my undergraduate degree I was nominated for the Faculty of Arts Fourth Year Honours Writing Award, and was awarded several academic scholarships. At Osgoode and Schulich, I have continued to refine my writing while developing superior critical thinking and analytical skills. I have been awarded the JD/MBA Hennick Scholars Award for Academic Excellence, nominated for the Osgoode Research and Writing Award, and was recently published in the University of British Columbia's Journal of Legal Studies. In addition, I have worked to supplement my academic experiences and training by participating in several student leadership functions, including my recent role as Chair of the 2012 Law Students' Conference.

My strong research, writing, and communication skills, along with my genuine commitment to a career in corporate law make me confident that I will add value and contribute positively to Fasken Martineau. Thank you for your consideration of my application.

Sincerely,
[Insert e-signature]

John Doe, JD/MBA Candidate 2014

JANE DOE

XXX Avenue | Apt XXX | Windsor ON | N9B XXX | (519) XXX-XXXX
XXX Blvd | Toronto ON | M5M XXX | (416) XXX-XXXX
doe@uwindsor.ca

September 5th, 2012

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario M5H 2T6

Dear Sally:

Re: 2013 Summer Student Position

Please accept this letter and enclosures as my application for a 2013 Summer Student Position at Fasken Martineau DuMoulin LLP. As a law student at the University of Windsor with previous professional experience as an Electrical Engineer, I am interested in a large, full-service firm that will allow me to apply and broaden my wide-ranging skills and interests. Since I studied engineering and was accepted into Windsor Law's Advanced IP & Business Practicum, I am interested in intellectual property but would also like to explore other areas of law. Having followed an inspiring Trial Advocacy course this summer at Monash University in Kuala Lumpur, and having been coached by The Honorable George Hampel AM QC, I am eager to join a firm with a strong focus on litigation. My entrepreneurial experience of starting a Sole Proprietorship, XYZ Tutoring, led me to a keen interest in business and commercial law.

Prior to entering Law School, I worked for two years at a Toronto Research and Development Consulting Firm, ABC Inc. This experience provided me with the fundamental skills necessary to contribute to your firm next summer and into the future. The work required creativity, analytical thinking, problem solving, large scale presentations, proposals, quotations and meetings with clients, and project management with billable hours. My projects involved the *Green Energy Act*, Smart Grid, FIT, Ontario Energy Board Regulations, software development and financial planning for distribution utilities.

During my undergraduate degree, I excelled as a leader in many extra-curricular activities. I led a committee of five Chairs, 15 Managers, 100 Designers, Security, Engineers, and Construction companies in a year-long project to convert Grant Hall into The Queen's Science Formal. As a dedicated athlete, I swam on and coached the Varsity Synchronized Swimming team. My demanding academic degree combined with my leadership roles improved my time management, organization skills and ability to thrive under pressure.

I am passionate about being actively involved in the community. This year, I have the privilege of being the co-chair of Windsor Law's External Outreach Committee. The committee organizes student volunteers for initiatives including the Soup Kitchen, the Boys and Girls Club and several charity events. I also volunteered at Community Legal Aid as a caseworker and am involved in the Student Law Society as an Orientation Leader, Social Committee member and Law Games 2013 Committee member.

Thank you very much for taking the time to consider my application. I look forward to hearing from you.

Best regards,

Jane Doe

Encls.: resume, transcripts

Jane Doe

555 Law St., Toronto, Ontario A1B 2C3
janedoe@email.com
555.555.5555

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre
333 Bay Street, Suite 2400, Box 20
Toronto, Ontario M5H 2T6

September 1, 2012

Dear Ms. Woods:

Re: Second Year Summer Student Position 2013

I am a second year student at Osgoode Hall Law School and I am writing to express my interest in Fasken Martineau DuMoulin LLP, a preeminent business law firm with a collaborative approach. Please accept this letter and the attached résumé and transcripts as my application.

My experiences have equipped me with a foundation of skills and attributes that will enable me to contribute significantly to the Fasken Martineau team. I have honed excellent prioritizing and organizational skills by successfully participating in my community, maintaining part-time employment, and achieving academic success. My longstanding employment with the City of Toronto is indicative of both my commitment to my employer and their confidence in my communication, leadership, and collaboration abilities by promoting me to a supervisory role in a high-pressure setting. In this capacity, I think quickly and act calmly to respond to potentially life-threatening situations and coordinate and support a team of staff as emergency care is provided. I also deliver first-rate client service by developing relationships, anticipating needs, and meeting expectations. I have cultivated analytical skills by examining programs, identifying gaps, and proposing new initiatives. Through my employment and extracurricular activities, I have demonstrated the faculty necessary to work successfully with people from diverse backgrounds. I communicate in a clear and concise manner and am sensitive to my audience.

Fasken Martineau's excellent reputation, diverse practice, and strong client focus make it an ideal place to learn and grow as a lawyer. Based on my work and volunteerism activities, I have an interest in labour and employment law as I gravitate towards direct interaction with people, however, I am still eager to explore work in other practice areas as I am looking for a broad experience before determining the path of my legal career. I was also drawn to the firm when I learned that students are encouraged to participate in a secondment to further expand their experience of the legal field. At Fasken Martineau, I would welcome the variety of work and level of responsibility students are given. I would work diligently to ensure that my teams were successful and contributed to the firm.

I believe that I possess the initiative, work ethic, strong interpersonal skills, and enthusiasm that will make me a valuable addition to your team at Fasken Martineau both as a student and later as a lawyer. I look forward to discussing the position with you. Thank you for your consideration of my application.

Best,

Jane Doe

John Doe
314 Legal Street
Toronto, Ontario, M5H 2A5
john.doe@gmail.ca

September 1, 2012

Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario
M5H 2T6

Dear Ms. Woods:

RE: Application for 2013 Summer Student Position

I am a second year law student at Osgoode Hall Law School and I am writing to express my interest in a position with your Toronto offices as a 2013 summer student.

I had the pleasure of meeting yourself and Ms. Jane Doe at the Fasken Martineau Resume and Interview Preparation Workshop. Ms. Doe and I had a very informative conversation about the expertise in intellectual property law that your firm has, and this conversation added to my desire to join your firm. I have developed an interest in this area working as a blog writer and research assistant for Professor John Smith at Osgoode Hall Law School, and as the manager of the Intellectual Property Law Clinic. I would greatly appreciate the opportunity to gain further exposure to these areas at Fasken Martineau.

Prior to enrolling in law school, I spent over six years working in the automobile industry as a Professional Mechanical Engineer and then as a Project Manager for ABCDE Technology. During this time I developed a proficient set of technical, problem solving, communication, and project management skills that I will continue to refine and utilize in my new law career. In particular, my management experience has allowed me to become proficient in integrating technical and business considerations to manage complex assignments. I have chosen to pursue a law degree to both take on a larger challenge in my career and to learn how the legal climate affects and shapes engineering-based industries.

I wish to build on my experience in the automotive engineering field to bring a knowledgeable perspective to the Information Technology and Intellectual Property practices of your firm. Working for Fasken Martineau will allow me to work on modern technology issues that I have had the opportunity to deal with as an engineer, but now in a legal setting. I have designed and built mechanical systems and led projects achieving strategic corporate goals; I feel that this experience would be very valuable as it would allow me to appreciate the legal, business, and the technical side of issues that a client may face.

Attached with this application are my resume and a scanned copy of both my law school transcript and undergraduate transcript. Please let me know if you need any further information concerning myself or any other part of this package.

Thank you for your consideration.

Sincerely,
John Doe, B.A.Sc., P.Eng.

Jane Doe

123 Richmond Street, Apt 456 • London, ON N3Q 7A8 • 416.555.5555 • jdoe@uwo.ca
Home: 112 Yonge Street • Toronto, ON L4G 8K9

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Toronto, Ontario
M5H 2T6

Dear Ms. Woods,

I am pleased to enclose my application for a 2013 summer student position. My interest in Fasken Martineau DuMoulin LLP was confirmed after I attended the Resume and Interview Preparation Workshop. Mr. Doe was extremely helpful and the multiple workshops held throughout the afternoon offered me insight into the culture at Fasken Martineau.

I am entering my second year of law at Western University, having completed my first on the Dean's Honours List. Prior to law school, I completed my Bachelor of Arts at New York University and my Masters of Science at Columbia University.

I greatly enjoyed the six years that I spent in New York; however, my intention was always to return to Toronto for my professional career. I believe that working at Fasken Martineau will allow me to continue my professional development and train with the best in the legal profession. Since this is my 3rd degree, I realize that law is my niche. I thoroughly enjoyed my first year of law school and I am energized every time I solve a challenging legal problem. I know that by working at Fasken Martineau, I will continue to experience the excitement of thinking through the complexities of law.

This summer I am working for both the Dispute Resolution Centre (DRC) and Community Legal Services (CLS). As the DRC Student Coordinator, I am responsible for managing all of the community outreach projects, student recruitment, updating the mediation and negotiation curricula and managing all of the administrative duties. In addition, I have conducted approximately 100 intakes with residents of the London and Middlesex communities and I have mediated several disputes. I also carry a caseload of clients from CLS spanning multiple practice areas. Managing these multiple responsibilities and obligations required that I develop my legal knowledge and skills in a fast paced environment while maximizing quality outputs by being organized and having strong time management skills.

Given Fasken Martineau's reputation of excellence in all of your practice areas, summering and articling with you will give me the opportunity to determine in which area of law I will best excel. At this point, I am open to all areas of practice. That said, my favourite first year course was Contract Law. I was pleased to have my bias reinforced when my Professor distributed my mid-term exam to the class of 80 students, to be used as an example in preparation for the final exam.

I hope that you, like me, believe that I am a strong candidate for your firm. I look forward to hearing from you and to hopefully meet you through the selection process.

Sincerely,
Jane Doe

John Doe

123 Law Street | Toronto, Ontario, L5M 2K9 | T: (416) 123-3134 | E: johndoe@cdnuniversity.ca

August 30, 2012

Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre, Suite 2400
333 Bay Street, Box 20
Toronto, Ontario
M5H 2T6

Re: Second Year Summer Student Position – Summer 2013

Dear Sally:

I am currently entering my second year in the Faculty of Law at Queen's University. I am excited at the prospect of joining Fasken Martineau DuMoulin LLP and would like to apply for a summer position.

My business-focused background has led to a strong interest in corporate law. However, I enjoyed a variety of the legal subjects in my first year and thus I am confident that Fasken Martineau's customized and non-rotational summer program will provide the perfect fit. I had the pleasure of meeting with you during two university OCI workshops, and was impressed by Fasken Martineau's commitment to professional development demonstrated by your presence at these sessions. This along with Fasken Martineau's collaborative approach to success drives my desire to join your firm.

I am a goal-oriented individual, and I use a combination of my passion and creativity to succeed. While working with in-house counsel to ensure The ABC Foundation's compliance under new legislation, I crafted unique by-laws that were customized to meet both the needs of the foundation's directors, and new legislative requirements. Furthermore, while chairing a national business conference, I brought a novel strategy to my executive team which enabled them to secure the largest sponsorship budget in conference history. By leading these initiatives, I shared my passion and creativity to generate a collegial atmosphere where our teams found solutions to complex problems. I am confident that these traits will allow me to thrive in the innovative and team-oriented culture present at Fasken Martineau.

Fasken Martineau is also dedicated to maintaining its strong client relationships. As a Territory Manager at ABC QTG, I handled the needs of over 200 customers and implemented customized solutions to increase territory sales. This experience allowed me to develop strong negotiation and prioritization skills, which I firmly believe will enable me to uphold Fasken Martineau's tradition of service excellence.

Thank you for your consideration, and I look forward to the opportunity to meet with you in October.

Sincerely,

John Smith

John Doe, P.Eng

John.Doe@uottawa.ca • 202 Main Street, Ottawa, ON K9E-7B9 • 613.555.5555

August 29, 2012

Ms. Sally Woods.
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Toronto, Ontario
M5H 2T6

Dear Ms. Woods:

Re: Application for 2013 Summer Student Position

Please accept this letter and enclosures as an application for summer employment at Fasken Martineau DuMoulin LLP. I am currently enrolled in the University of Ottawa's Common Law program. As you may recall, I attended your firm tour in July. During the reception I had the pleasure of talking to many members of the Fasken team including yourself and Jane Doe. These conversations were extremely insightful and helped contextualize the research I had conducted on the firm. While I feel drawn to litigation, I like the idea that as summer student I have the opportunity to tailor my experience to see if there are any other areas of practice, such as securities or real estate, that pique my interest. Most importantly, during the event I felt an instant comfort level with the professional environment at Fasken. Having worked as an engineer for five years prior to attending law school, I understand the importance of a positive, cohesive work environment. I believe I would be working under both such conditions at your firm. The prospect of this is a major reason why Fasken Martineau DuMoulin is my top choice for summer employment.

As we discussed, I spent the past summer working extensively with John Smith in the legal department at ABC Group Inc. Having the opportunity to work closely with John and other experienced lawyers has had a positive effect on the development of my fundamental legal skills such as research and writing. From the beginning of the summer I was given a high level of responsibility for my work. Undertaking work and receiving input from the ABC lawyers helped streamline my legal thought process and improve my analytical abilities. Working closely with Mr. Smith and others in the legal department also helped me appreciate the many intangible attributes an effective lawyer should possess, including, high ethical and professional standards. The highlight of my summer came when I was given the opportunity to run a small claims trial. I believe my summer experience with ABC has provided me with a solid legal base on which I hope to continue to build at Fasken.

Prior to law school, I spent nearly four years working as a project manager for XYZ in Toronto. This position required that I learn to be organized and use my time efficiently. It also insisted that I be able to identify stakeholder interests and forced me to use creative problem solving when those interests conflicted with the execution of a project. Managing the construction phase of projects taught me to always be prepared for unanticipated hurdles and how to think on my feet when unforeseen circumstance arose. Most significantly, being a project manager taught me the importance of taking ownership in my work and the accountability that comes with being ultimately responsible for the success or failure of a project.

I believe the attitude, work ethic and knowledge my past employment has imparted on me would make me a valuable and contributing member of the Fasken team. I look forward to discussing any questions you might have regarding my qualifications. Thank you for your time and consideration.

Regards,

John Doe, P. Eng

Jane Doe

123 Princess Street, Apartment #6 | Kingston, Ontario K1B 1Q6 | Jane.Doe@queensu.ca | (613) 123-1234

August 28, 2012

Ms. Sally Woods
Director, Professional Development
Fasken Martineau Dumoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario
M5H 2T6

Dear Ms. Woods,

Please accept this letter along with the accompanying documents as my application for a summer position at Fasken Martineau Dumoulin LLP. In addition to attending the Firm Tour, my conversation with you about the firm has stimulated my interest in Fasken Martineau as a workplace. Fasken Martineau's dedication to being one of the foremost business law firms in Canada assures me that it would be an ideal home for me to both become a lawyer and grow as a professional. While I have a particular interest in the Corporate/Commercial and Mergers & Acquisitions groups at Fasken Martineau, I am also open to exploring other areas such as your firm's Litigation & Dispute Resolution group. My upcoming participation in the Clinical Correctional Law Project will give me an opportunity to develop advocacy and research skills through representing clients at hearings before the National Parole Board and the Penitentiary Disciplinary Courts.

Prior to enrolling in law school, I worked as an associate in the Commercial Banking Group at ABC Bank. As an associate, I managed a portfolio of corporate clients and learned the importance of maintaining existing relationships while always being hungry to solicit new business. I developed analytical skills through performing due diligence on our borrowers and their business industries and providing recommendations to our credit risk management team. Working closely with a Relationship Manager and a Client Support Officer, I learned how to collaborate with other professionals within a team to deliver quality and timely service to our clients. I was able to develop a high comfort level communicating with both colleagues and clients ranging from administrative to executive levels. My experience at ABC has equipped me with a versatile set of skills that I believe are transferable to a legal career and I hope to have the opportunity to further cultivate these skills at Fasken Martineau.

My role as VP of Finance of the Law Students Society (LSS) is of great importance to me. Throughout the summer, I have been advising the Club Governance Committee, the Orientation Committee and VP of Activities on funding for several events, including the annual Queen's Welcome Day and our 3-week Orientation. I have been acting as the gatekeeper between club heads and the LSS President and have learned the importance of balancing competing interests in deciding how to allocate the school's funds. I am confident that my role as VP of Finance will strengthen my conflict management and multi-tasking skills, which will prepare me to effectively tackle the potential challenges lawyers face.

Thank you for taking the time to review my application and I look forward to hearing from you.

Sincerely,

Jane Doe

Jane Doe
123 Bay Street, Toronto ON, M1K 3E4
(647) 123-4567 · jane.doe@hotmail.com

August 13, 2012

Ms. Sally Woods
Director of Professional Development□
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre, Suit 2400□
333 Bay Street, P.O. Box 20 □
Toronto, ON, M5H 2T6

Dear Ms. Woods,

Re: Application for 2013 Summer Employment at Fasken Martineau DuMoulin (LLP)

I am a second year student at the University of Toronto Faculty of Law, and will be graduating with my Juris Doctor in April 2014. Please accept my cover letter, resume, undergraduate academic transcript, and statement of law school grades as my application for a summer position at Fasken Martineau DuMoulin LLP (Fasken Martineau).

I am interested in working for Fasken Martineau because of your reputation for excellence in numerous legal practice areas. Having always possessed a keen interest in litigation, I feel that the diversity of high-quality commercial and civil litigation services offered by Fasken Martineau makes your firm an excellent place for me to pursue this interest. I am also interested in competition law, and mergers and acquisitions, and Fasken Martineau's proficiency in these practice areas would provide a great means to pursue my interests. I was fortunate to speak with Jane Smith at this year's Career Fair, and she informed me of the teamwork atmosphere of your firm as well as the flexible and tailored summer programs. Together with the secondment opportunity offered to summer students that was recently described to me at the Resume and Interview Workshop I attended, these qualities make working for Fasken Martineau of foremost interest to me.

My extracurricular, employment and educational experiences have equipped me with personal and professional skills that will enable me to positively perform as a summer student and into the future at Fasken Martineau. My interest in litigation guided my decision to explore different areas of advocacy during my first year of law school. For example, I volunteered as a caseworker in the criminal law division at Downtown Legal Services, where I had the opportunity to gain practical advocacy and litigation skills. I also participated in the Trial Advocacy program. This experience enabled me to hone my legal argumentation and verbal reasoning skills. My previous work in the restaurant service industry has facilitated the strengthening of my interpersonal and communication skills. During this past summer, I enhanced the legal research and writing skills I learnt during my last year of academic study as a research assistant at a law firm. Lastly, my undergraduate and law school education thus far, has taught me that I enjoy intellectual challenges and that I can effectively manage my time.

While it is early in my legal career, I am eager to use my strengths, skills and keen willingness to learn on behalf of you and your clients. I am confident that my strong work ethic, goal-oriented and client-focused attitude, and compassionate disposition will enable me to make a valuable contribution to Fasken Martineau. I look forward to any opportunity to discuss potential employment with you. Thank you for your time and consideration.

Sincerely,

Jane Doe

JANE DOE

Home: 123 Abc Drive, Toronto, ON A1B 2C3 | **School:** 456 First Street, Windsor, ON D4E 5F6
Email: janedoe@hotmail.com | **Cell:** 123.456.7891

Ms. Sally Woods, Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400, Bay Adelaide Centre, Box 20
Toronto, ON
M5H 2T6

September 7, 2011

Dear Ms. Woods

Re: Summer Position 2012

I am a second year student at Windsor law school and am writing to apply for a summer student position at Fasken Martineau DuMoulin LLP ("Faskens"). I am drawn to Faskens because of the breadth of its practice areas and I am particularly interested in business law, which is a strength of your firm. After visiting Faskens in August and learning of the summering opportunities available at the firm, I am excited for the chance to be a part of the team next summer.

Throughout the past three years, I have had an opportunity to work in a range of legal environments. During this past summer, I was employed as a summer student with Jones & Jones LLP, a boutique law firm which specializes in criminal law. My duties included managing all firm matters at College Park Courthouse, one of Toronto's busiest criminal courts, and assisting senior counsel to prepare for hearings and trials. I attended at court every day and was responsible for explaining rights and options to the firms' clients, negotiating on their behalf with the Crown. This was an extremely valuable learning experience which enabled me to hone my judgment and time management skills.

In addition to working Jones & Jones, I also worked as a litigation assistant at Mavis & Mavis LLP and as a paralegal at the Department of Justice. In these positions, I worked closely with teams of practitioners, law clerks and paralegals and was able to monitor and prioritize a high volume of files, take initiative when faced with issues and assist practitioners when considering legal strategies.

I have also made efforts to get involved in the life of the law school. In addition to serving as Faculty Council Representative, I am an active member of the Outreach Project. Working on this project is exciting because I am able to create and present seminars for high school students, engage them in discussions and teach them about their rights and liberties.

My employment and academic experiences have taught me the high level of responsibility placed on lawyers and the strong work ethic required to excel in the practice of law. I hope to meet with you to demonstrate that I have the ability to succeed in this challenging profession.

Yours very truly,

Jane Doe

JOHN L. DOE

123 Weston Street ▪ West Coast, BC ▪ A1B 2C3 ▪ (123) 456-7891 ▪ johndoe@u.school.ca

September 7, 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario, M5H 2T6

Dear Ms. Woods,

RE: 2012 Summer Position

Please accept this letter, the attached résumé, references and transcripts as my formal application for a 2012 summer position at Fasken Martineau DuMoulin. I am a second year student at the University of West Coast, Faculty of Law. As a native of Toronto, it is my desire to pursue a career in law in my hometown following graduation in 2013. Fasken Martineau is an ideal choice of firm as it has a broad practice area that will allow me to learn, develop and contribute professionally.

Given my combination of skills, education and work experience, I believe I would be an excellent candidate for a summer position with your firm. In both my schooling and in my employment positions, I have developed the skills needed to quickly and effectively research complex topics and analyse them critically. Moreover, dealing with both internal and external stakeholders taught me the crucial ability to present information at the appropriate level of detail for each audience. Further, my experience working in the technology sector as well as my Masters in Philosophy of Science and Technology is a natural fit for Fasken Martineau's Technology and Intellectual Property practice group.

Beyond interest in Fasken Martineau's practice groups, one of the largest factors in my decision to apply to your firm is the people. During the Toronto Firm Hop this May, members of Fasken Martineau went out of their way to give the visiting students as much information as they could in order to ensure our success in the OCI process. That the firm and partners would invest so much time in us makes me believe Fasken Martineau is a place where people work together to succeed together. This is exactly the environment I wish to work in, and it is completely unique among all the large Bay Street firms I visited. These factors made me truly excited at the possibility of working for your firm, and I firmly believe that I can contribute both in terms of work and maintaining the positive, collegial atmosphere that characterizes Fasken Martineau.

I hope you will strongly consider my application and come away as impressed with me as I am with your firm. I would be delighted to interview for a position and can be contacted by phone or email at your earliest convenience.

Sincerely,
John L. Doe

JOHN L. DOE

123 GENERAL WAY : TORONTO, ONTARIO, A1B 2C3 : 123-456-7891
JOHNLDOE@OSGOODE.YORKU.CA

September 7, 2011

Ms. Sally Woods
Director, Student Programs
Fasken Martineau DuMoulin LLP
2400-333 Bay St,
Toronto, ON M5H 2T6

Dear Ms. Woods,

Re: Summer Position 2012

I would like to present this letter and the attached curriculum vitae as my application for a summer position at Fasken Martineau DuMoulin. I am a second year student at Osgoode Hall Law School in the class of 2013. Please find attached my law school and undergraduate transcripts, a reference letter, and my proposed course of study for my third year.

In August, I had the pleasure of visiting Fasken Martineau to meet with Jane Smith through my work with a non-profit organization. I later had the opportunity to meet yourself and tour the firm with James Doe. At that time I was able to hear first-hand about the Firm's secondment program and the layered mentoring structure that Fasken Martineau employs. I believe that your firm's numerous student programs and resources are indicative of a genuine interest in the long-term growth of legal talent, and this is reflected by your strength in the domestic market and growing international reputation.

I am presently enrolled in Osgoode's clinical program at Community and Legal Aid Services Program (CLASP). At CLASP, I am constantly developing skills pertinent to litigation by orally advocating for my clients at tribunals, drafting motions and responses, engaging in legal research, and improving my time management. I have thus far had the opportunity to build strong relationships with coworkers and clients, file several submissions and appear at the Social Benefits Tribunal. Based on my current files, I expect future appearances at Small Claims Court, the Landlord Tenant Board and Human Rights Tribunal in the coming months.

When I am not at CLASP, I work with a web-based, non-profit organization. I find creative ways to articulate and present the vision of the organization primarily through online video media. In the past I have worked in other technology intensive settings, which have sparked my interest in Technology and IP Law, such as ABC Labs and XYZ's Health Sciences Lab. At ABC Labs, I was a team leader for a department of 30 individuals. During my time there, I created client dispute resolution strategies for my team and collaborated with other departments to create scalable client service solutions. I believe my experience in collaborating in a fast-paced environment, leading a large team, and sensitivity to client attitudes all lend themselves to successful legal work.

I would like to thank you for taking the time to consider my application. I look forward to meeting with you and welcome all opportunities to further discuss my application.

Sincerely,

John L. Doe

John Doe
123 Ridgeway Gate
Halifax, NS A1B 2C3
(123) 456-7891
johndoe@dal.ca

2 September 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Toronto, Ontario M5H 2T6

Dear Ms. Woods,

I am entering my second year of studying law at the Schulich School of Law at Dalhousie University. Please accept my attached application package for a 2012 summer student position at Fasken Martineau's Toronto office.

I am drawn to Fasken Martineau because of its summer student program. Fasken Martineau's individualized summer student experience, unique mentoring model and TEAM work program demonstrate a deep commitment to making the difficult transition from law school to legal practice as seamless as possible. Moreover, I am impressed with the firm's dedication to student-client relationships, demonstrated through the Client Service Initiative. Similarly, Fasken Martineau's enthusiastic attitude towards secondments for all summer students is refreshing. Overall, the summer student program aligns with my passion for learning, sharing and growing.

These impressions were tested when I attended the firm tour in August. The presentation and subsequent conversations with articling students confirmed my initial thoughts of the firm. In particular, my discussions with Jane Doe and John Smith were informative. Their candor, good-natured attitude and passion for law spoke volumes about Fasken Martineau's rewarding work and supportive environment.

My employment and educational experiences have equipped me with fundamental skills that will enable me to contribute to Fasken Martineau next summer and into the future. Prior to law school, I worked abroad teaching English-as-a-Second-Language (ESL). Preparing lesson plans and leading classroom activities greatly increased my time management skills. Equally important, teaching varying levels of English to a wide range of age groups in different countries enhanced my interpersonal skills. This allowed me to become an effective communicator and adaptable team player. I also learned to approach issues from different perspectives. At law school, I strengthened my legal research, writing and analytical skills through academic study and a summer research assistant position. My ongoing work as a student editor continues to sharpen my attention to detail. Taken together, these experiences compel me to look for informed, creative and effective solutions.

Please find attached my resume, undergraduate transcripts and law school transcripts. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,
John Doe

-John Doe-

123 Centre Court · Toronto, Ontario · A1B 2C3
(123) 456-7891 · john.doe@utoronto.ca

September 2, 2011

Ms. Sally Woods
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario M5H 2T6

Dear Ms. Woods:

Re: Application for 2012 Summer Student Position

I am a second year student at the University of Toronto, Faculty of Law and I am writing to express my deep interest in a position with Fasken Martineau DuMoulin LLP as a 2012 summer student.

I strongly believe that I would be a strong addition to Fasken Martineau. I am applying due to your firm's outstanding reputation in several areas in which I have a demonstrated interest. I have particular interest in your internationally recognized litigation practice.

I have demonstrated strong oral communication skills that would allow me to make significant contributions to your firm. For example, as part of my internship this summer with the AB Council (ABC) I was responsible for teaching thirty youth a course in Government and Politics six to nine hours per week. Teaching a course involving complicated terminology and concepts to students learning in their second language required me to communicate in a clear and unambiguous manner. I also participated in both the "Baby Gale" First-Year Competitive Moot and the Fasken Martineau Trial Advocacy Workshop. In addition, my prior responsibilities as head coach of a rowing team and coordinator of multiple programs for individuals with special needs afforded me the opportunity to hone clear communication skills while holding positions of responsibility. Further, in my experiences as a coordinator and coach I have been responsible for engaging in frequent communication with a wide variety of stakeholders. As a result, I have developed extremely strong interpersonal skills.

I have also demonstrated the capacity to excel in written advocacy. Throughout my university career, I have received accolades for my clear writing style. As a researcher for Community Legal Assistance Services, a volunteer for Downtown Legal Services and an intern for the AB Council, I received the opportunity to complete research projects, prepare comparative analyses and legal memoranda, publish news commentaries, draft complicated submissions to the United Nations and develop a novel legal argument for publication in the ABC legal journal. As a result of these experiences, I have developed clear and concise written communication skills and creative strategizing abilities.

I believe my initiative, commitment to excellence, drive and enthusiasm set me apart. Most clearly, these attributes were demonstrated when I founded the JKL program for children with special needs. These qualities have also been evidenced by my varying academic and non-academic successes, heavy involvement in every community that I have been a part of, competitiveness and desire to surround myself with equally passionate and dedicated people. I had the opportunity to meet a number of Fasken Martineau lawyers at the trial advocacy workshop and it was evident to me that the firm shares these attributes.

I know that I would be a valuable asset to Fasken Martineau and would welcome the opportunity to discuss this position further in an interview. Thank you for considering my application.

Yours Sincerely,

John Doe

JANE S. DOE

123 Kay Court • Ottawa, ON • A1B 2C3 • 123-456-7891 • jane.s.doe@uottawa.ca

September 1, 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre
333 Bay Street, Suite 2400
Box 20
Toronto, Ontario
Canada M5H 2T6

Dear Ms. Woods:

Re: 2012 Summer Student Position

Please accept this letter and enclosures as my application for 2012 summer employment at Fasken Martineau DuMoulin LLP. As a second year law student at the University of Ottawa, I am eager to learn more about various areas of law. In particular, I am interested in litigation. Also, after doing very well in my contracts course last year and enjoying the material, I would like to expand my knowledge of business law. I became interested in applying to your firm after speaking with Andrew Nunes (a partner in the Business Law Department), and even more so after attending your Interview Preparation Workshop. I was pleased to learn that students are given a high degree of responsibility, and receive phenomenal support from their mentors. I also find it appealing that your firm encourages students to participate in secondments, which all of the students that I spoke with seemed to really enjoy. With your breadth of practice areas and an attractive summer student program, I believe that your firm would be an excellent place for me to begin my legal career. In addition, I look forward to returning to Toronto, my hometown.

This summer I worked at the office of a sole practitioner, where I had the opportunity to gain exposure to criminal litigation by working on a number of high profile cases. One case in particular involved a dangerous offender's application. I was asked to prepare a memorandum for the defence regarding the likelihood of the Crown's application succeeding. The lawyer I worked with was impressed with the quality of my work, and I was later asked to draft sections of the factum for the dangerous offender hearing. The preparation of the memorandum and factum allowed me to enhance my research, writing and analytical skills. Moreover, I worked on assignments simultaneously, which strengthened my ability to multitask and manage a demanding workload. I was also able to gain exposure to civil litigation while working as a Summer Assistant at ABC LLP. My work primarily involved organizing client files and transcribing client correspondence, affidavits, and notices of motions pertaining to land use planning and expropriations. Through these tasks I have developed my organizational skills and become more detail-oriented.

I also enjoy being actively involved in the community, which has allowed me to develop strong interpersonal and leadership skills. In 2009 I began tutoring and mentoring high school students in English and French. I also worked on a collaborative project with an Aboriginal women's shelter. My role included speaking at public events, organizing fundraisers, and drafting a letter to the federal government seeking additional funds for Aboriginal women's shelters. These experiences strengthened my ability to work independently and as a team.

I am confident that the many skills that I have developed through my various experiences will enable me to be a successful summer student at your firm. I would be pleased to meet with you to further discuss my qualifications. Thank you for your consideration of my application.

Sincerely,

Jane Doe

John A. Doe

123 Steele Ave., Apt. 4F, Ottawa, ON A1B 2C3
123-456-7891 • john.a.doe@gmail.com

September 1, 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, ON M5H 2T6

Dear Ms. Woods:

Re: Fasken Martineau DuMoulin LLP Summer 2012 Recruitment

Please consider this letter and my enclosures as an application for a summer student position at Fasken Martineau DuMoulin LLP (Fasken). I am entering my second year of law school at the University of Ottawa, and I have a genuine desire to explore my wide-ranging interests at a large, full-service firm. Fasken's reputation as one of the world's leading international business firms and its work across multiple areas of business, industry, and government promise a vibrant and challenging work environment. Also, your firm's diverse hiring policy and its extensive orientation and training program is clear proof of a commitment to student success. I am particularly interested in your firm's policy of working with students to design a summer program based on their interests. For these reasons, I would eagerly welcome the opportunity to gain legal expertise at Fasken Martineau DuMoulin LLP.

My professional experiences provided me the skills necessary to contribute to your firm. Before coming to law school, I worked for two years as an editor and marketer in travel publishing, where I developed communication, organization, and time management skills. I am currently a Research Assistant for Professor Jane Doe, who splits her time teaching and acting as counsel. I spent this past summer helping her prepare for several cases, one of which was heard in Federal Court. During this time, I developed trial advocacy skills by drafting scripts for examination and cross-examination and by working closely with one of our expert witnesses, helping her prepare to give testimony. I also managed the behind-the-scenes work of litigation by preparing documentation to be used throughout trial. To complement my work in the courtroom, I drafted legal memoranda to answer specific questions relevant to the case, allowing me to practise my legal analysis, research, and writing skills.

In my first year of law school, I sought out opportunities to broaden my legal skill set. For example, I worked as a Research Assistant for the Centre for Law, Technology, and Society, where I investigated the history of copyright law in relation to eighteenth century authors. I volunteered with Pro Bono Students Canada, where I drafted a funding proposal for submission to provincial law foundations. I also participated in the Nelligan O'Brien Payne First-Year Moot Court Competition, for which my partner and I were awarded 1st place for outstanding oral advocacy. As well, in the upcoming year I will be an Assistant Editor at the Law Review and a caseworker at the Community Legal Clinic. I plan to continue developing my legal training in researching, drafting, and advocacy in these positions while taking on new and challenging tasks.

My professional, volunteer, and academic experiences demonstrate my dedication to learning and practising law, and I believe I could contribute much to Fasken Martineau DuMoulin LLP in the short and long term. Thank you for your consideration of my application. I would be pleased to meet with you to discuss any questions or interest you might have in my experience.

Sincerely,

John A. Doe

Jane Doe
123 Treeway Lane
Toronto, ON A1B 2C3
Jane.doe@utoronto.ca
123-456-7891

August 25, 2011

Ms. Sally Woods
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario M5H 2T6

Dear Ms. Woods:

Re: Application for 2012 Summer Student Position

I am in the third year of the JD/MBA program at the University of Toronto and I am very interested in a summer position at Fasken Martineau DuMoulin LLP. I believe that my academic background and work experience make me an excellent candidate for a position at your firm.

Prior to enrolling in law school, I received an Honours degree in Business Administration from the Richard Ivey School of Business at the University of Western Ontario. My studies at Ivey gave me a strong understanding of core business concepts while providing me with experience working in group settings under strict time pressures. During my first two years in the JD/MBA program I have developed an interest in finance and mergers and acquisitions that has encouraged me to pursue a career in corporate law. Fasken Martineau is of particular interest to me because of its expertise and reputation in this field.

In addition to my academic background, I am confident that my work experience has prepared me well for a position at your firm. During the previous two summers I worked in both family and real estate law. While these are not my primary areas of interest, I gained valuable experience communicating with clients, drafting legal documents and performing extensive legal research. My additional work experience and extracurricular activities have helped me become an accomplished writer, taught me to stay calm under pressure and enabled me to excel as a member of a team.

Thank you for considering my application. I look forward to the opportunity to speak with you about the position.

Yours truly,

Jane Doe

Jane L. Doe
1234 Abbey St. □ Halifax, NS □ A1B 2C3
jane.l.doe@dal.ca □ (123) 456.7891

September 1, 2011

Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre
333 Bay Street, Suite 2400, Box 20
Toronto, ON M5H 2T6

Dear Ms. Woods,

Re: 2012 Summer Student Position

I am currently in my second year of studies at the Schulich School of Law, Dalhousie University. I am writing to express my interest in a summer student position at Fasken Martineau. I am a native of Manitoba, but spent this past summer living and working in Toronto. I have both family and friends in the Toronto area, and hope to work in the city again next summer, as well as after completing my law degree.

The summer program at Fasken Martineau is both impressive and appealing. In particular, I am drawn to the possibility of tailoring the summer student experience to suit individual interests and the opportunity to participate in an external secondment. I have an interest in mining law, and was therefore pleased to learn that you have a strong practice group in this area. With that said, however, I would be eager to gain experiences in a variety of different practice areas through your summer program, as I have yet to determine the direction of my legal career. In August, I had the pleasure of meeting with one of your partners, Jane Smith, which allowed me to gain a better sense of whether Fasken Martineau would be a good fit. She shared her personal experience of working at Fasken Martineau and was kind enough to answer my questions and provide a brief tour of the firm.

I believe my organizational and time management skills, and my ability to work well in stressful environments, contributed to my overall success in my first year of law school. My employment experience this past summer at the Legal Services Branch of the Ministry of Development allowed me to strengthen my analytical reasoning and problem-solving skills, and gain confidence in my legal research and writing. I work well independently, but also enjoy collaborating with others. I have strong interpersonal and communication skills, which have facilitated positive interactions with fellow students, lawyers, and clients. Finally, I am a very motivated, outgoing individual who is committed to staying active within the community through volunteer work and other extra-curricular activities. I believe all of these personal, professional, and academic qualities would enable me to make a valuable contribution as a summer student at Fasken Martineau.

Thank you kindly for taking the time to consider my application. I may be reached at the e-mail address and telephone number above should you have any questions. I look forward to meeting with you when you visit the Schulich School of Law at the end of September.

Sincerely,
Jane Doe